Job Title: GIS Specialist/Planner
Reports to: Executive Director
Annual Evaluation by: Executive Director

Job Summary
Under direct supervision of the Executive Director, is responsible for performing GIS duties, economic development, technical assistance and specialized planning work in coordinating efforts of local governments in their economic and community development efforts, and performs related work as required.

Examples of Duties
- Provides technical assistance to units of government with GIS including, but not limited to map development, property parcel splits, site analysis studies, etc.
- Provides technical assistance to units of government including assistance in preparation of various types of plans including hazard mitigation, capital improvement plans, county transportation plans, etc.
- Provides technical assistance on economic and community development. Provides technical assistance to local governments and those groups and entities participating in area-wide economic and community development assessments and activities.
- Prepares comprehensive development plans and land use regulations on behalf of local governments. Provides technical assistance to units of government regarding the development of and administration of municipal and county zoning and subdivision regulations.
- Advises local governments and development groups on funding “packages,” project alternatives, and courses of action.
- Prepares grant and loan applications for rural and economic development programs.
- Provides administrative assistance of state and federal programs for community and development projects.
- Conducts basic research on rural and economic development issues.
- Monitors state and federal programs to determine their impacts on local governments and rural and economic development.
- Prepares reports on programs, issues, and activities for which he/she is responsible.
- To assist in the negotiation and administration of contracts; and to perform a variety of technical tasks related to assigned area of responsibility.
- Performs other tasks as assigned by the Executive Director

Skills
- Must have considerable knowledge of governmental agencies and processes related to economic and community development and land-use planning.
- Must have considerable knowledge of the use of Global Positioning Systems (GPS) and Geographic Information Systems (GIS) and their usage in planning and map making activities.
- Must have considerable working knowledge of legal description.
- Must have skills in planning and project management;
- Must have the ability to envision future development alternatives;
- Must have the ability to analyze complex technical, legal or political issues and develop cost effective, practical, feasible alternatives;
- Must have ability to develop and deliver public presentations;
• Must be able to work under minimal supervision.
• Must have the ability to work as part of a team.
• Must possess excellent communication skills, orally and written.
• Must possess excellent computer skills in the areas of word processing, spreadsheets, power point, data bases, ESRI Programs—ArcGIS, ArcMap, etc.
• Must be able to tactfully work with a variety of people.
• Must be able to maintain confidential information.
• Must be able to establish and meet work production deadlines. Must be detail oriented and take pride in work.

Education/Work Experience
• Minimum BA or BS degree in community and regional planning with GIS emphasis, public administration, or related disciplines or any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities.

Other Factors
• Will attend evening meetings within the District as required by work activities
• Will attend out-of-area meetings as necessary
• Will be required to stay overnight, as necessary, for certain meetings
• Individual may be expected to work more than 40 hours per week, if necessary.
• Is expected to live in the area served by the District.
• Must be able to meet the travel needs of the position, including access to a personal vehicle for occasional office business.
• Must have or be able to acquire a valid South Dakota driver’s license.